

Conducting Meetings

Provider: North Star Computing

Length: 3 Hours

Cost: \$105

Cost Unit: Cost of the entire program

Website

<http://www.nsctraining.com/coursedesc.html>

Places: Fairbanks

This course helps students identify the benefits, types and misconceptions about meetings, plan a meeting, participate in a meeting, and close a meeting.

Related Occupations

Business Teachers, Postsecondary

Computer and Information Systems Managers

Construction Managers

First-Line Supervisors of Mechanics, Installers, and Repairers

First-Line Supervisors of Production and Operating Workers

Industrial Production Managers

Logisticians

Department of Labor and Workforce Development, Research and Analysis Section

P.O. Box 115501

Juneau, Alaska 99811-5501

Phone: 907.465.4500, Fax: 907.523.9654

June 29, 2016